

## Minutes of the Council Meeting

11<sup>th</sup> February 2016

### Present

Tom Mooney (Chair)  
Thomas Keane  
Shane Mooney  
Shane Knox  
David Maher  
Stephen Brady  
Glenna Woods  
Valerie Small  
Patrick Plunkett

### Apologies

Cathal O' Donnell  
Martin Dunne  
Mick Molloy  
Michael Brennan  
Michael Dineen

### In Attendance

Peter Dennehy, Director  
Barry O' Sullivan, Deputy Director/Registrar  
Marian Spence, Secretariat  
Brian Power, Programme Development Officer  
Jacqueline Egan, Programme Development Officer

## 1. Chair's Business

The Chair opened the meeting and acknowledged apologies.

### 1.1 Audit Committee Annual Report 2015

The Chair of the Audit Committee, Mr Con Foley presented the Audit Committee Annual Report 2015 to members in a closed session prior to the meeting. There was a detailed discussion on his presentation and Council was pleased to note that the Audit Committee is happy to report that the systems of internal control in PHECC has functioned effectively in all respects for 2015.

## 2. Minutes & Matters arising

### 2.1 Draft minutes December meeting

#### Resolution:

**Council approves the minutes of the December meeting to include an additional name which was omitted on the attendance list.**

**Proposed:** Stephen Brady      **Seconded:** Pat Plunkett  
Carried without dissent

## 3. Governance and Finance

### 3.1. Letter of allocation for 2016

The letter of allocation 2016 from the DOH was included for information. Members noted this item.

### 3.2. & 3.3 Draft Business Plan and addendum 2016

Both the draft business plan and addendum 2016 were included for consideration. A brief discussion ensued.

#### **Resolution:**

**Council approves the draft business plan and addendum 2016.**

**Proposed:** Valerie small

**Seconded:** Pat Plunkett

Carried without dissent

### 3.4. Schedule of Fees

The current schedule of fees (V12) was included for consideration in accordance with Dept. of Health requirements. It was noted that no changes have been made to the schedule since September 2015.

#### **Resolution:**

**Council approves Schedule of Fees (V12) as presented with the 2016 business plan.**

**Proposed:** Valerie Small

**Seconded:** Pat Plunkett

Carried without dissent

### 3.5. Conference Sponsorship

Information on requests for sponsorship funding for both the forthcoming CFR Conference and the EMS Gathering was tabled for consideration. A discussion on the merits of these events to the wider EMS and Responder community resulted in the following resolution:

#### **Council approves:**

**(A) Sponsorship funding of €10k for the 2016 CFR Conference.**

**(B) Sponsorship funding of €15k for the 2016 EMS Gathering.**

**Proposed:** Shane Mooney

**Seconded:** David Maher

Carried without dissent

### 3.6 Draft Management Letter 2014 C&AG

A draft management letter from C&AG referring to the 2014 accounts was included. Council members noted this item.

## **4. Registration Matters**

### 4.1 Register Update

The report containing the names for awarding of the NQEMT along with a list of names for entering in the appropriate division on the Register was included and noted by Council.

The Registrar reported that one of the two pending fitness to practices cases will not be proceeding while the second will be progressed to the preliminary screening committee over the coming weeks. Members noted this item.

## **5. Clinical Governance Matters**

### **5.1. CPGs for non-medical persons in emergency (SI 449)**

The CPGs for non-medical persons in an emergency as recommended by the Medical Advisory Committee (MAC) were included for consideration. Following discussion minor amendments were agreed to the following CPGs:

1.3.6 Naloxone; clarity regarding Apnoea and Hypoxia

1.3.4 Salbutamol; change spacer device at top of list and decreased respiratory rate also.

### **5.2. Education & Training Standards - for non-medical persons in an emergency (SI 449)**

The Training Standards - for non-medical persons in emergency (SI 449) as recommended by the Education & Standards Committee were also included for consideration.

The Chair of the Education & Standards Committee expressed gratitude to Pauline Dempsey, Programme Development Office for her work on the standards and wished her well in her new role in the Department of Health.

## **Resolutions:**

### **Council approves the:**

**(A) CPGs for non-medical persons in emergency (SI 449) subject to agreed minor amendments.**

**Proposed:** Shane Knox

**Seconded:** Shane Mooney

Carried without dissent

**(B) Education & Training Standards - for non-medical persons in an emergency (SI 449)**

**Proposed:** Stephen Brady

**Seconded:** Valerie Small

Carried without dissent

### **5.3. Performance indicators for prehospital emergency care – Research Paper**

The research paper on performance indicators for prehospital emergency care was included for information. The Director outlined the background on this paper which identifies key performance indicators for pre-hospital emergency care. It will be returned to the Medical Advisory Group (MAC) to develop and categorise into a document to take it to the operational stage. Members noted this item.

## **6. Quality and Safety**

### **6.1. OHCAR Annual Report**

This was deferred to the March meeting.

## **7. Research**

### **7.1. Centre for Prehospital Research – Annual Report 2015**

The annual report 2015 from the Centre for Prehospital Research was included for information. The matter of PHECC guiding some of the research areas was mooted. It was confirmed this had been addressed at a previous meeting and it was suggested that the Medical Advisory Committee could explore this further.

## **8. Risk Register**

The Risk Register February 2016 was included. It was highlighted that the Audit Committee have oversight of the management of risk. The Chair expressed congratulations to the Deputy Director on the clarity of the work and invited any questions.

Following a brief discussion it was suggested that the Risk Policy be included in the document for circulation to members.

### **Resolution:**

**Council approves the Risk Register (February 2016).**

**Proposed:** David Maher

**Seconded:** Thomas Keane

Carried without dissent

## **9. Director's Report**

The Director gave a verbal status report on examinations and current electronic data collection projects. All other items contained in the report were addressed throughout the meeting.

### **9.1 Delegated decisions**

The report on the delegated decision to the Director were included for noting.

## **10. AOB**

### **10.1 Staffing**

The Director briefed members on the retention of a temporary staff member to facilitate the completion of administrative (ISO) projects within the organisation.

### **10.2 Council Workshop (10<sup>th</sup>/11<sup>th</sup> February)**

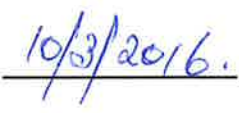
Regarding the Council Workshop, the Chair suggested 4 groups be formed to expand on the recommendations of the workshop and report back to Council at the June 2016 meeting.

The next meeting will be held on the 10<sup>th</sup> March.

**Signed:**

  
Mr. Tom Mooney  
Chairperson

**Date:**

  
10/3/2016.

## MINUTES

### Council Meeting

10<sup>th</sup> March 2016

#### Present

Tom Mooney (Chair)  
Shane Mooney  
Shane Knox  
Stephen Brady  
David Maher  
Michael Brennan  
Mick Molloy (via teleconference)  
Patrick Plunkett  
Glenna Woods  
Valerie Small  
Martin Dunne

#### Apologies

Cathal O' Donnell

#### In attendance

Peter Dennehy, Director  
Barry O'Sullivan, Deputy Director  
Marian Spence Secretariat  
Brian Power, Programme Development Officer  
Jacqueline Egan, Programme Development Officer  
Kathleen Walsh, Programme Development Officer

### 1. Chair's Business

The Chair opened the meeting and acknowledged apologies. He welcomed Kathleen Walsh, Programme Development Officer on secondment from the Nursing & Midwifery Board of Ireland and is replacing Pauline Dempsey who is on secondment to the Dept. of Health.

#### 1.1. Council Workshop – Update

The Chair provided a verbal report on the recent Council workshop. He confirmed the tender has been awarded to progress the outcomes of the workshop in the areas of regulation, education, organisational capability and the future of paramedicine in Ireland. He outlined that four working groups will be formed as part of the strategy. The Chair invited questions and asked that volunteers from Council contact the executive in this regard. It is envisaged that the final report will be brought back to the June meeting.

### 2. Minutes & Matters arising

#### 2.1. Draft minutes February meeting and matters arising.

The draft minutes for February were included. It was noted that one attendee was omitted from the list.

#### Resolution:

**Council approved the minutes for the meeting held in February 2016 subject to the inclusion of an additional name which was omitted from the attendance list.**

**Proposed:** Shane Mooney  
Carried without dissent

**Seconded:** Valerie Small

### **3. Governance and Finance**

#### **3.1. Policy Risk Management Procedures**

As requested at the last meeting the Risk Management Procedure was included for information.

#### **3.2. PHECC Position Papers, Future of Paramedicine in Ireland**

This item was discussed earlier in the meeting under item 1.1., in relation to the Council Workshop. Members were provided with a copy of the tender which is available on the government e-tenders website for information. The Chair invited questions.

### **4. Registration Matters**

#### **4.1. Register Update**

The report containing the names for awarding of the NQEMT along with a list of names for entering in the appropriate division on the Register was included in the meeting papers and noted by Council.

The Registrar informed the meeting that up to 400 EMTs remain outstanding for re-registration and their current licence will expire at the end of this month. As a result late fees will be incurred for these applicants.

#### **4.2. Fitness to Practice – Update**

It was reported that the date for the FTP Screening Committee will be finalised this week.

#### **4.3. CPC – request for Tender**

It was reported that a tender was awarded to a company which was the only tender received. A number of educational experts in addition to the nominated members at the Education & Standards Committee and the Medical Advisory Committee were invited to give feedback to the contractor at the interim meeting and a final report for Council following presentation to the Education & Standards Committee will be forthcoming.

### **5. Clinical Governance Matters**

#### **5.1. CPGs reflecting ILCOR 2015 changes**

The Medical Advisory Committee (MAC) mapped and identified changes for relevant CPGs to line up with the 2015 ILCOR guidelines. A total of 37 CPGs were updated and recommended for consideration by Council.

The phraseology on some CPGs was raised and alternatives were suggested which may add more clarity. A discussion ensued. It was agreed following this discussion that any Council member who wished to clarify language on CPGs would contact Brian Power within one week after Council meeting. Both he and the Chair of the MAC would discuss and make the final decision on the item.

The Chair of the MAC, Mick Molloy acknowledged the work of Brian Power and the Medical Advisory Committee on this item.

The fall off in attendance of the Medical practitioners at the MAC meetings was also raised with the suggestion it may be prudent to examine this when the new council is formed. The Chair concurred

that the incoming Council may wish to reconsider the membership in light of attendance and also expressed recognition for the high volume of work on the CPGs.

#### 5.2. CPGs with ILCOR 2015 reference without changes

A total of 21 CPGs with reference to resuscitation also reviewed by the MAC were included for consideration by Council. These were deemed to not require any changes and are compatible with the 2015 ILCOR guidelines. The reference for ILCOR 2015 has been updated on these CPGs.

#### 5.3. Updated CPGs

A total of 11 current CPGs (non resuscitation CPGs) were updated in line with best practice and recommended by the MAC for consideration by Council.

#### 5.4. New CPGs

A total of 3 new CPGs were included for consideration by Council.

#### **Resolution:**

**Council approved the following CPGs as recommended by the Medical Advisory Committee:**

- (a) **37 CPGs reflecting ILCOR 2015 changes**
- (b) **21 CPGs with ILCOR 2015 reference without changes**
- (c) **11 Updated CPGs**
- (d) **3 new CPGs**

**Proposed:** Shane Mooney

**Seconded:** Stephen Brady

Carried without dissent

#### 5.5. Standard – Palliative care by PHECC registered practitioners

The Standard - Palliative Care by PHECC registered practitioners was included for consideration by Council. It was reported that the Palliative Care sub-group of MAC have been working for the past 18 months developing this standard and the associated CPG. A broad discussion ensued on this item and questions were raised and addressed. In conclusion there was general agreement to approve this Standard for the services. Reservations were expressed about the absence of the supporting package of undertakings that need to be established prior to the implementation and commencement of this standard.

#### **Resolution:**

**Council approves the Standard for Palliative Care by PHECC registered practitioners.**

**Proposed:** Pat Plunkett

**Seconded:** Shane Mooney

Carried without dissent

#### 5.6. Prescription only medications for non-medical persons – Update

It was reported that the new package of the Standards and CPGs for Prescription only medications for non-medical persons approved by Council in February have been completed and will be available on the PHECC website soon. Both the HPRA and the DOH have been duly informed.

### **6. Quality and Safety**

#### 6.1. OHCAR Annual Report 2014

The copy of the OHCAR 2014 was included for information.

Shane Mooney referred to a clinical research paper by Gearóid Oman '*Use of telephone CPR advice in Ireland: Uptake by callers and delays in the assessment process*' recently published in research journal. He recommended this to be presented to a future Priority Dispatch Committee meeting.

#### 6.2. 2014 CPG Implementation status – Interim Report

The report on the CPGs implementation status was included as requested at a previous meeting. The detail of the report was outlined. The Quality & Safety Committee have made a recommendation to correspond with licenced CPG providers in advance of the close of the implementation period for the 2014 CPGs.

### 7. **Director's Report**

Items in the Director's report were referred to throughout the meeting.

#### 7.1. Delegated decisions

The Director outlined the detail regarding the decisions listed on the report on delegated decisions. He spoke on the recent Respond Conference and referred to the presentation by Ray Carney at the conference on the CFR Project he is currently progressing for PHECC under a secondment arrangement. He confirmed a tender had been awarded for the next stage and filming for the associated video and the manual are being progressed.

### 8. **AOB**

#### 8.1 Occupational First Aid (OFA)

The Director raised this matter and reported he has been approached by the Health & Safety Authority (HSA) in relation to the OFA standard being transferred to PHECC. He explained that the OFA course is aligned with the First Aid Response (FAR) Standard and that clinically there is no difference. Further discussion on this transition will continue with the DOH and all associated stakeholders and the Director will report back to Council on progress.

There being no other business the meeting concluded. The next meeting is scheduled for 14<sup>th</sup> April.

Signed:   
Chairman

Date: 12/4/2016



**MINUTES  
PHECC Council Meeting**

**14<sup>th</sup> April 2016**

**Present**

Tom Mooney (Chair)  
Shane Mooney  
Shane Knox  
Patrick Plunkett  
Martin Dunne  
Michael Brennan  
Mick Molloy (via teleconference)

**Apologies**

Valerie Small  
Glenna Woods  
Michael Dineen  
Cathal O' Donnell

**In attendance**

Peter Dennehy, Director  
Barry O'Sullivan, Deputy Director  
Brian Power, Programme Development Officer  
Jacqueline Egan, Programme Development Officer  
Marian Spence, Council Secretariat

**1. Chair's Business**

- 1.1. Closed Session
- 1.2. Open Session

The Chair opened the meeting and acknowledged apologies.

**2. Minutes & Matters arising**

- 2.1. Draft minutes March meeting and matters arising

**Resolution:**

**That Council approves the minutes for the meeting held in March 2016.**

**Proposed:** Shane Mooney

**Seconded:** Shane Knox

Carried without dissent

**3. Director's Report**

The Director verbally introduced items on the report.

SI 449 Medicinal Products (Prescription and Control of Supply) – Education and Training Standards  
- Update

The Director reported that external assistance will be required to advance and conclude this work for Q2 and may involve expressions of interest/tendering process before this Council ends in June.

UL Paramedic Studies application - update.

The Director confirmed that meetings are ongoing with the recognised institution; Paramedic Studies, Graduate Entry Medical School, University of Limerick (GEMS) in relation to progressing the Paramedic

Course which is currently conditionally approved on the basis of meeting all PHECC requirements. The Education and Standards Committee were apprised of these developments at its meeting. Subsequent to full submissions of all requirements by GEMS Council will be asked to consider this matter at the June meeting.

Members were also updated on the current status of the Responder Alert Application (RAapp). It was reported that discussions are ongoing between the developers of the RAapp and NAS; PHECC are currently in the process of organising a meeting with all three parties.

Other agenda items included in the report were addressed later in the meeting.

### **3.1. Delegated decisions**

The report for delegated decisions was included for information. The Director outlined the detail on each and member noted this item.

## **4. Governance and Finance**

### **4.1. C & AG Management Letter 2014**

The Management Letter from the C&AG in relation to the 2014 financial statements was included for information. Members noted this item.

### **4.2. Audit of Financial Statements 2015**

The C&AG letter of engagement and instructions for the Audit of Financial Statements 2015 which introduces a change in the manner in which the financial statements are to be presented in accordance with the introduction of a new standard (FRS 102).

The Deputy Director explained the changes required for the 2015 financial statements. It was acknowledged this is a substantive piece of work. The 2014 accounts will also need to be reconfigured to show these changes to enable comparisons between years. Members noted this item.

## **5. Registration Matters**

### **5.1. National Vetting Bureau**

Correspondence from the National Vetting Bureau was included for information. Members were informed that it is anticipated the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 will commence at the end of this month. PHECC are a Scheduled Organisation as defined in Schedule 2 of the Act, and are required to notify the National Vetting Bureau in writing of Specified Information as defined in the Act. In relation to licenced service providers, section 21 - Retrospective Vetting of all staff will be also be introduced once the Act is commenced over a period of time. It was confirmed this is a matter for employers to ensure staff are vetted.

### **5.2. Register Update**

The report containing the names for awarding of the NQEMT along with a list of names for entering in the appropriate division on the Register was included in the meeting papers and noted by Council.

### **5.3. Fitness to Practice – Update**

It was reported that the Preliminary Screening Committee has met recently and recommended two individuals go forward for full fitness to practice hearing. Prof. Pat Plunkett agreed to Chair this committee.

## **6. Information and Standards**

### **6.1. PCR Information Standard 2016**

The PCR Information Standard 2016, as recommended by the Medical Advisory Committee (MAC) was included for consideration. It was noted that the Ambulatory Care Report Information Standard (ACR), which includes Event data elements will be considered by the MAC at the next meeting.

#### **Resolution:**

**That Council approves the PCR Information Standard 2016 as presented.**

**Proposed:** Mick Molly

**Seconded:** Shane Mooney

Carried without dissent

## **7. Clinical Governance Matters**

### **7.1. CPGs for approval**

A total of 8 updated CPGs as recommended by the Medical Advisory Committee for consideration by Council.

#### **Resolution:**

**That Council approves the 8 CPGs as presented.**

**Proposed:** Shane Knox

**Seconded:** Martin Dunne

Carried without dissent

## **8. Quality and Safety**

### **8.1. CISM eLearning – for information**

A verbal report was provided on the background and update on progress of this project. The Chair commented that this work has progressed well over the period of Council.

## **9. Education and Standards**

### **9.1 Continuing Professional Competence for all PHPs registered with PHECC in Ireland**

The report on the Continuing Professional Competence for all PHPs registered with PHECC in Ireland was included in the papers for information. The Director confirmed it is going to the Education & Standards committee in May and will be brought back to Council at the June meeting.

### **9.2 Educational Entry Requirements for Courses Leading to the Award of NQEMT Paramedic and NQEMT Advanced Paramedic in Ireland**

The report commissioned through RCSI to determine the efficacy of 6 leaving certs passes as an entry criteria was included in the papers. This item was previously raised at Council. The report concluded that the current criteria be maintained. Following discussion It was suggested it may be prudent that the RPL policy of recognised institutions with approval for Paramedic training to

facilitate people who do not meet the basic entry level leaving certificate criteria to enable access to the Paramedic Course.

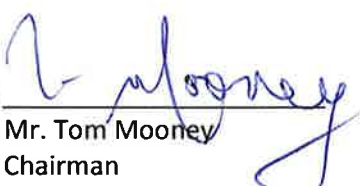
Martin Dunne, as National Director of the HSE/NAS advised Council that this matter is near resolution stage and no further action by Council is anticipated at this time.

## **10. AOB**

### **10.1 Recent Boxing Tragedy**

The Director updated members on the recent media coverage of the boxing tragedy in Dublin and any possible implications for registered practitioner(s) involved. He confirmed that the Registrar would need time to fully investigate formally. It was suggested it may be timely to liaise with the Sports Council on sports events. It was confirmed that the subgroup of MAC is currently doing work on this and it can be examined further in this forum.

There being no further business the meeting closed. The Chair confirmed that the May meeting will be deferred. The next and final meeting for this Council will take place on the 8<sup>th</sup> June in Killarney as part of the EMS Gathering event.

Signed:   
Mr. Tom Mooney  
Chairman

Date: 8/6/2016.

## **Minutes**

### **PHECC Council Meeting**

**8<sup>th</sup> June 2016**

#### **Present**

Tom Mooney (Chair)  
Shane Mooney  
Shane Knox  
Cathal O' Donnell  
Michael Dineen  
Glenna Woods  
Mick Molloy  
Valerie Small  
Stephen Brady

#### **Apologies**

Patrick Plunkett  
Martin Dunne  
Michael Brennan

#### **In attendance**

Peter Dennehy, Director  
Barry O'Sullivan, Deputy Director  
Brian Power, Programme Development Officer  
Jacqueline Egan, Programme Development Officer  
Kathleen Walsh, Programme Development Officer  
Marian Spence, Council Secretariat  
Con Foley, Chair Compliance and Audit Committee

#### **Presentations:**

##### **(1) Prof. Peter O'Meara – Paramedic Education**

Prof Peter O' Meara gave a verbal presentation on the historical and current situation in education in the paramedicine field in Australia and other international arenas. An informative questions and answers session followed for members and guests with emphasis on the Irish context.

##### **(2) Prospectus – Council Workshop Report**

Mr Vincent Barton, Prospectus presented on the report from the Council workshop in Feb last. The Chair and Director acknowledged the importance of the work as a legacy document for the next Council. It was highlighted that this was not a prescriptive document but rather a roadmap to guide possible future decisions by Council. Both Cathal O' Donnell and Stephen Brady also acknowledged the work involved but expressed concern that key ambulance providers were not consulted. However it was noted that all input had come from the Council workshop participants and other international expertise in regulatory and education fields.

#### **1. Chair's Business**

##### **1.1. Council Membership**

The Chairman explained that new board member categories are now advertised and selected through the Public Appointment Services (PAS) and details on these current vacancies for Council are expected to be published on their website shortly. He reminded members in these categories currently wishing to do a second term to contact the PAS to indicate their request for re nomination.

## **2. Minutes & Matters arising**

### **2.1. Draft minutes April meeting and matters arising**

#### **Resolution:**

**That Council approves the minutes for the meeting held in April 2016.**

**Proposed:** Mick Molloy

**Seconded:** Shane Mooney

Carried without dissent

## **3. Director's Report**

The Director verbally introduced items on the report.

### **3.1. Delegated decisions**

The list of decisions delegated to the Director were included in the papers. Members noted this item.

#### **3.1.1 Application UL GEMS Paramedic Programme**

Members were also updated on the current status of the UL GEMS Paramedic Course application. Members were informed that a site visit by PHECC with UL Course Director to North West Ambulance Service (UK) is pending to ascertain facts regarding placement sites and ensure full compliance with PHECC standards in this regard. As this was the last meeting for this current Council it was agreed the Director in consultation with the Chair would make the final decision on the approval outcome under delegated decisions.

#### **Resolution:**

**That Council approves the Director to determine application outcome in discussion with the Chair, post site visit by PHECC Representatives.**

**Proposed:** Shane Mooney

**Seconded:** Mick Dineen

Carried without dissent

#### **3.1.1.SI 449 – POMs update**

The Council were informed that educational materials for the instruction for CFR and Medications for Listed Organisations were under development and due for completion next month. PHECC Programme Development Officers were liaising with the Health Product and Regulatory Agency and the Pharmaceutical Society of Ireland regarding shared communications to stakeholders.

## **4. Governance and Finance**

### **4.1. Draft Minutes; Audit Committee Meeting**

The Draft Minutes from the May Audit Committee meeting were included for information.

### **4.2. Risk Register; update status report**

The revised Risk Register as presented was noted.

### **4.3. Service Level Agreement (SLA) - Expenditure Approval**

- 4.3.1. Centre for Pre-Hospital Research
- 4.3.2. Out of Hospital Cardiac Arrest Register
- 4.3.3. Advanced Paramedic Training Programme

The Deputy Director suggested that in view of the uncertainty surrounding Council membership and current commitments it was prudent for Council to facilitate existing commitments and consider on-going SLAs to ensure there was no gaps in business arrangements. He highlighted that any future SLAs would be subject to being established in accordance with the DPER grant payment requirements expenditure (DPER 13/2014). Approval was sought as follows; Centre for Pre-Hospital Research: €134,000, Out of Hospital Cardiac Arrest Register: €25,000 and Advanced Paramedic Training Programme: €500,000.

The Director commended the comprehensive work of Barry O'Sullivan on the new requirements (FRS102) on the financial statements. He also acknowledged the input from Con Foley, FCCA and Chair of the PHECC Compliance and Audit Committee

**Resolution:**

**That Council approves the Service Level Agreement (SLA) expenditure for the following subject to satisfactory SLAs being established in accordance with the DPER grant payment requirements expenditure (DPER 13/2014).**

- (a) Centre for Pre-Hospital Research for €134,000
- (b) Out of Hospital Cardiac Arrest Register for €25,000
- (c) Advanced Paramedic Training Programme for €500,00

**Proposed:** Michael Dineen

**Seconded:** Stephen Brady

Carried without dissent

**4.4. Draft Financial Statements 2015 - FRS 102**

The Deputy Director/Registrar reported that the format of the financial statements has been changed significantly, in comparison to the previous year's format, at the direction of the Office of the Comptroller and Auditor General (OCAG). In order to comply with Financial Reporting Standard 102 (FRS 102), the revised Statements based on what is contained in the papers were tabled at the meeting. As these tabled papers were incomplete members were asked to note and the final draft will be brought back to the next meeting. Members duly noted this item.

**4.5. Draft Annual Report – 2015**

A copy of the draft 2015 Annual Report was tabled at the meeting. Approval was agreed subject to amendment to the Council member's attendance list.

**Resolution:**

**That Council approves the annual report 2015 subject to amendment to the Council meetings attendance list.**

**Proposed:** Mick Molloy

**Seconded:** Shane Mooney

Carried without dissent

**5. Registration Matter**

**5.1. Register Updates**

The report containing the names for awarding of the NQEMT along with a list of names for entering in the appropriate division on the Register was included in the meeting papers and noted by Council.

### **5.2. Fitness to Practice – Update**

The Deputy Director/Registrar reported that based on legal advice it was agreed to defer proceedings on the five FTP cases pending until the new Council has convened office.

### **5.3. Children's First Act 2015**

The Deputy Director/Registrar reported that PHECC is now mandated to report any offenses under the Children's First Act 2015 and that Practitioners are also liable to report under schedule 210 of the Act. As there appears to be some unresolved matters regarding reporting between the Children's First Act 2015 and the National Vetting Act this item will be brought back to Council when further information becomes available. Regarding the National Vetting Act retrospective vetting of all staff is now mandatory which will be a matter for all service providers.

## **6. Clinical Governance Matters**

### **6.1. CPGs for approval**

Updated CPGs and the associated care principles included in the meeting papers were recommended by the Medical Advisory Committee (MAC) for consideration. The final MAC meeting was held that morning prior to the Council meeting at which the Spinal Injury Management CPGs for all levels were signed-off and recommended for consideration. The five Council members present at the MAC meeting verified the agreed changes to the spinal injury management CPGs and recommended for Council approval.

#### **Resolution:**

**That Council approves the following CPGs including the care principles as recommended by the Medical Advisory Committee (MAC).**

- **Pain Management - Adult – EMT/P and AP**
- **Pain Management – Paediatric (≤ 15 Years) – EMT/P and AP**
- **Stridor - Paediatric (≤ 15 Years) – EMT/P and AP**
- **Behavioural Emergency – EMT/P/AP**
- **Primary Survey Medical - Paediatric (≤ 15 Years) – EMT/P and AP**
- **Primary Survey Trauma - Paediatric (≤ 15 Years) – EMT/P and AP**
- **Primary Survey - Paediatric (≤ 15 Years) – EFR**
- **Secondary Survey - Paediatric (≤ 15 Years) – EMT/P and AP**
- **Seizure/Convulsion - Adult P/AP**
- **Harness Induced Suspension Trauma – EMT/P/and AP**
- **Actual/Potential Shock from Blood Loss (trauma) – Adult – P/AP**
- **Asthma - Paediatric (≤ 15 Years) – EMT/P and AP**
- **Asthma - Paediatric (≤ 15 Years) – EFR**
- **Seizure/Convulsion - Paediatric (≤ 15 Years) – P/AP**
- **Septic Shock - Paediatric (≤ 15 Years) – P/AP**
- **Verification of Death - P/AP**
- **Spinal Injury Management – OFA/FAR/EFR**



- **Spinal Injury Management – EFR**
- **Spinal Injury Management – EMT**
- **Spinal Injury Management – P/AP**

**Proposed:** Shane Mooney

**Seconded:** Mick Dineen

Carried without dissent

#### 6.2. Medication Formulary

The Medication Formulary included in the papers was recommended by the Medical Advisory Committee for consideration. It was highlighted that this is a support document which was discussed at the MAC earlier today. Approval in principal was sought subject to formal sign-off by the Medical Advisor of PHECC, Mr Mark Doyle.

#### **Resolution:**

**That Council approves in principle the revised Medication Formulary as recommended by the Medical Advisory Committee (MAC) subject to formal sign-off by the PHECC Medical Advisor, Mr. Mark Doyle.**

**Proposed:** Cathal O’ Donnell

**Seconded:** Shane Knox

Carried without dissent

#### 6.3. Verification of death Policy

The Verification of death policy included in the papers was recommended by the Medical Advisory Committee for consideration.

#### **Resolution:**

**That Council approves the Verification of death policy as recommended by the Medical Advisory Committee (MAC).**

**Proposed:** Mick Dineen

**Seconded:** Mick Molloy

Carried without dissent

#### 6.4. Spinal Injury Management Standard

A draft of the Spinal injury management standard was included for consideration following the final editing at the MAC meeting earlier today. It was reported that it had been changed from a ‘rule out to a rule in’ for spinal motion restriction decision. The five Council members present at the MAC meeting verified the agreed edits and recommended the standard for Council approval.

#### **Resolution:**

**That Council approves the Spinal Injury Management Standard as recommended by the Medical Advisory Committee (MAC).**

**Proposed:** Mick Molloy

**Seconded:** Mick Dineen

Carried without dissent

#### 6.5. Governance Validation Framework

A document entitled Governance Validation Framework was tabled. This is the culmination of work by an outside agency awarded the tender previously approved by Council. This framework will enable PHECC to begin implementing structured inspection processes of Licensed CPG Providers. Members noted this item.

#### 6.6. Palliative Care CPG; update

The meeting was informed that the Palliative Care Standard and associated CPG were developed by MAC following recommendation from the Palliative Care sub-group. The standard and CPG were approved by MAC and subsequently by Council in March 2016. It was reported that a query had arisen regarding whether the process under the CPG Development Policy had been followed in full. A Delphi process was then completed and results were debated at the MAC meeting. Subsequently, it was recommended by MAC that Council revisit the CPG as there were potential implementation issues associated as a result.

A discussion ensued, it was highlighted that the approved Palliative Care Standard remains valid. The Chair of MAC explained the possible options available at this juncture. Members were reminded of the related extract from the approved standard '***PHECC registered Practitioners may be privileged to provide palliative care, on behalf of a Licenced CPG provider, subject to them completing an approved palliative care training module***'. Members were also informed that the Palliative Care Programme has offered assistance with a training package to support the introduction of the CPG. The final training package will be considered by the Education & Standards Committee in due course. Members agreed to this course of action.

It was noted that a considerable amount of work will be required by the service providers to implement this CPG. The Chair summed up the discussion by stating that clinically the Palliative Care CPG was best practice for patients, however implementation for service providers may prove problematic.

#### **Resolution**

**That Council upheld the approval of the Palliative Care CPG subject to compliance with the Palliative Care Standard.**

**Proposed:** Glenna Woods

**Seconded:** Valerie Small

Carried without dissent

### **7. Quality and Safety**

#### 7.1 CPG Implementation Status – 2014

The final report on the practitioner upskilling status for the 2014 CPGs in all licenced CPG providers was included for information. Jacqueline Egan, Programme Development Officer highlighted the merits of the exercise and requested members to take note of the high implementation rate across providers.

#### 7.2 STN024 Assuming Clinical Lead Pre-Hospital at responder and practitioner levels

STN024 Assuming Clinical Lead Pre-Hospital at responder and practitioner levels as recommended by the Quality & Safety and Medical Advisory Committees was included for Council's consideration. There was wide consultation on the development of the standards through the Quality and Safety Committee. Jacqueline Egan, Programme Development Officer provided a brief overview of the standard.

**Resolution:**

**That Council approves STN024 Assuming Clinical Lead Pre-Hospital at responder and practitioner levels.**

**Proposed:** Michael Dineen

**Seconded:** Valerie Small

Carried without dissent

#### 7.3 STN004 Cardiac First Response (CFR) Report Information Standard 2016

The Cardiac First Response (CFR) Information Standard 2016, as recommended by the Medical Advisory Committee (MAC) was included for consideration.

**Resolution:**

**That Council approves the Cardiac First Response (CFR) Report Information Standard 2016 as presented.**

**Proposed:** Mick Dineen

**Seconded:** Shane Mooney

Carried without dissent

#### 7.4 STN005 Ambulatory Care Report (ACR) Information Standard 2016

The Ambulatory Care Report (ACR) Information Standard 2016, as recommended by Medical Advisory Committee, was included for consideration.

**Resolution:**

**That Council approves the Ambulatory Care Report (ACR) Information Standard 2016.**

**Proposed:** Shane Knox

**Seconded:** Glenna Woods

Carried without dissent

#### 7.5 Electronic data collection at Events by auxiliary and voluntary licenced providers; eACR application and reports overview

Due to time constraints, Jacqueline Egan, Programme Development Officer could not provide an overview of summary reports generated from patient clinical data, captured electronically, using tablet PCs at Events attended by voluntary and auxiliary organisations as part of the eACR/PCR pilot. This item was for information only and no resolution was required.

### **8. Education and Standards**

8.1 Emergency First Response BTEC – revision of standards entry criteria modification as recommended by the E&S Committee.

Correspondence outlining a rationale for an entry criteria modification to the EFR-BTEC standard as well as a copy of the standard was included for consideration. A discussion ensued regarding the delimitation of 'hostile and austere' environment. The Chair of the Education & Standards Committee highlighted that a robust discussion had taken place on the matter and the skills basis of the practitioner was paramount. It was subsequently agreed to remove this criterion to allow more open access to the course.

**Resolution:**

**That Council approves the modification to the entry criteria to the EFR-BTEC standard.**

**Proposed:** Shane Mooney

**Seconded:** Cathal O' Donnell

Carried without dissent

**8.2 Paramedicine Competency Framework – UCD commissioned paper**

The Paramedicine Competency Framework – UCD commissioned paper was included for information. Members noted this item.

**8.3 CFR Standards (ILCOR guidelines) revision**

The revised CFR-Community and CFR-Advanced standards in line with the current ILCOR guidelines and recommended by the Education & Standards Committee were included for consideration.

**Resolution:**

**That Council approves the revised CFR Standards in line with current ILCOR guidelines.**

**Proposed:** Mick Dineen

**Seconded:** Shane Mooney

Carried without dissent

**8.4 Quality Review Framework – Reporting of outcomes for onsite visit reports**

Kathleen Walsh, Programme Development Officer informed the meeting that on-site reviews were recently conducted on 4 more recognised institutions and draft reports will be available for Council in due course. Revision of the reporting of Quality Standards Review Onsite Report for RI's was included for information.

**9. AOB**

**9.1 CPGs Moodle platform**

The Chair of MAC, Mick Molloy suggested it may be prudent to explore options regarding a Moodle type IT platform to enable a cohesive and inclusive processing of Clinical Practice Guidelines by the MAC Committee. It was agreed to explore options at a future meeting.

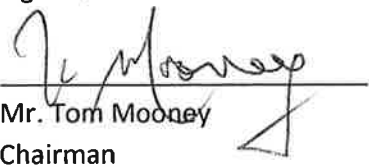
Mr Tom Mooney, Chair thanked Members, the Director, executive and staff as well as Con Foley, Chair of the Compliance and Audit Committee and Chairs and members of all PHECC Committees for their contribution and hard work. He acknowledged the courtesy, professionalism, and commitment of all during his 8 years as Chair of the Council.

Mr. Peter Dennehy, Director commended the Chair and Members on the work achieved during the time of this 3<sup>rd</sup> Council and his appreciation for their support during his tenure as Director.

Members too expressed appreciation to the Chair and executive and other members.

There being no other business the meeting concluded. The next meeting date will be decided by the new Council when it is convened.

Signed:

  
Mr. Tom Mooney  
Chairman

Date: 18/07/2016

## Minutes

### PHECC Council Meeting

15<sup>th</sup> December 2016

#### Present

Jacqueline Burke (Chair)  
Pat Plunkett  
Shane Mooney  
Shane Knox  
Tess O'Donovan  
Thomas Keane  
Glenna Woods  
Pat Fleming  
Stephen Brady  
Hillery Collins

David Menzies via teleconference  
Mick Molloy via teleconference

#### Apologies

Conor Deasy  
Martin Dunne  
Fiona McDaid  
Pat Hanafin

#### In attendance

Peter Dennehy, Director  
Barry O'Sullivan, Deputy Director & Registrar  
Jacqueline Egan, Programme Development Officer  
Kathleen Walsh, Programme Development Officer  
Ricky Ellis, Programme Development Officer  
Margaret Bracken, Acting Secretariat  
Con Foley, Chair, Audit and Compliance Committee

### 1. Chair's Business

#### 1.1. Council Membership update

The Director welcomed everyone to the first meeting of the new PHECC Council. He introduced and welcomed Dr Jacqueline Burke as the new Chair of Council. The Chair thanked everybody and spoke briefly about her appointment and plans for the future of the Council. Individual introductions were made by everybody around the table.

### 2. Minutes & Matters arising

#### 2.1. Minutes June meeting

A copy of the signed minutes from the meeting held on 8<sup>th</sup> June 2016 were included.

### 3. Director's Report

The Director verbally introduced items on the report.

#### 3.1. Delegated decisions

The list of decisions delegated to the Director were included in the papers and noted.

##### 3.1.1 Recognised Institutions and Courses

Following the presentation of the report a short discussion ensued on the operation of the Quality Review Framework.

### 3.1.2 Recognition of professional qualifications obtained overseas

The Director clarified that any individual may reapply at a later stage if the deficits have been addressed by the applicant. It was noted that the assessor panel may also review the application for recognition at the lower levels of Paramedic or EMT.

## **4. Governance and Finance**

### 4.1 Financial Statements 2015

The draft financial statements 2015 were included in the papers for Council consideration. A copy of email correspondence from Ronan O'Regan, Office of the Comptroller & Auditor General, to the Deputy Director & Registrar, requesting Council to approve the accounts subject to there being no material changes by the OCAG was included.

The Chair of the Audit and Compliance Committee informed the members that the financial statements were presented to the Audit and Compliance Committee and to the lead Auditor on 14<sup>th</sup> December and no major issues were identified.

**Resolution: That Council approves the financial statements 2015 subject to there being no material change from the OCAG.**

**Proposed:** Pat Plunkett  
Carried without dissent

**Seconded:** Glenna Woods

A breakdown of the 2015 Examinations expenditure is to be provided at the next meeting.

### 4.2 Governance 2016

The Chair of the Audit and Compliance Committee gave a powerpoint presentation on a DPER document "Public Bodies Governance Guidelines 2016 Compliance".

#### 4.2.1 Internal Audit Report

A copy of the Internal Audit Report 2016 which was presented to the Audit and Compliance Committee meeting on 14<sup>th</sup> December was included in the papers for consideration by Council. In addition as a matter of good governance, Council were requested to review and consider the appropriateness of the system of internal financial controls.

**Resolution: That Council approve the system of financial controls as per best practice governance requirements.**

**Proposed:** Thomas Keane  
Carried without dissent

**Seconded:** Glenna Woods

#### 4.2.2 ISO Certification

A copy of the ISO 9001:2015 certificate awarded to PHECC since the last Council meeting was included in the papers.

#### 4.3 Revised Schedule of Fees

An amendment to the schedule of fees, to facilitate implementation of "SI No. 449 of 2015 Medicinal Products (Prescription and Control of Supply) (Amendment) Regulations 2015", was included in the papers for Council approval.

**Resolution: That Council approves the revised schedule of fees.**

**Proposed:** Shane Knox  
Carried without dissent

**Seconded:** Glenna Woods

#### 4.4 Conference Support 2017

Respond Ireland have submitted a case for consideration by Council in relation to sponsorship of a European Resuscitation Academy initiative at Respond Ireland conference in 2017. Following a discussion members were in agreement that both conferences are very worthwhile and require support from PHECC.

**Resolution: That Council approves funding for the European Resuscitation Academy event and Respond 2017 conference as per the submissions.**

**Proposed:** Hillery Collins  
Carried without dissent

**Seconded:** Glenna Woods

#### 4.5 Risk Register

The current Risk Register has been considered by the Audit and Compliance Committee meeting on 14<sup>th</sup> Dec 2016 and was included in the meeting papers for Council consideration.

**Resolution: That Council approve the risk register.**

**Proposed:** Shane Knox  
Carried without dissent

**Seconded:** Hillery Collins

#### 4.6 Licensed CPG Providers

The Deputy Director & Registrar advised that there are event organisers engaging organisations that are not PHECC licensed to implement CPGs. A list was published on the PHECC website and on facebook of organisations advertising paramedic services who are not PHECC licensed CPG providers. The legal status has also been highlighted regarding CPGs and administration of medications by practitioners and others. There were 9 organisations on the list which has since dropped to 5, 3 have applied to become CPG approved and 2 have not. The Chair raised concern about the risk of organisations being missed out and excluded from the list.

### **5. Registration Matters**

The Deputy Director & Registrar updated members on registration matters.



### 5.1. Register updates

The current status of the PHECC Register including breakdown of numbers registered, membership list and a record of NQEMT Certificates issued were included in the papers for noting by the members.

### 5.2. CPC update

Two articles from the PHECC Voice were included with the meeting papers to bring members up to date on the progress of the development and assessment process for EMT CPC. It is proposed to bring together AP and P CPC requirements early in the new year when new committees are established.

### 5.3. Fitness to Practice update

The Deputy Director & Registrar informed Council of the FTP cases pending and PHECC was legally advised not to proceed until a new Council was established.

Nominations were requested from Council for the following:

1. Chair of FTP Committee  
Patrick Plunkett was nominated
2. Chair of FTP Screening Committee  
Shane Mooney was nominated

## **6. Clinical Governance Matters**

Ricky Ellis, Programme Development Officer, provided an update on clinical governance matters.

### 6.1. Governance Validation Framework (GVF) update

An update document was included in the papers.

The Governance Validation Framework (GVF) is progressing through its trial phase. An evaluation of the self-assessment trials has been carried out and feedback is extremely positive. An engagement event was held in September in the Osprey Hotel, Naas, and was well attended by representatives of licensed CPG providers. The next phase of the trial will test the site assessment and practitioner engagement elements. Further stakeholder engagement is planned in due course.

A panel of assessors has been recruited and an initial induction event took place in December. Concerns were raised among members regarding the mechanism of acquisition of the assessors panel. At the request of Members the selection process and qualifications of the Assessors on the Project Development team was outlined to the Council.

The Director explained that the trial phase of the GVF is being managed by Clinical Leadership Solutions which includes the acquisition of assessors. A report from the trial will be presented to Council for consideration.

### 6.2. CPGs 2016 update

A list of amended CPGs were included in the papers and presented to Council by the Chair of the Medical Advisory Committee. Some CPGs were amended following consultation to the members of the Medical Advisory Committee (MAC) and subsequently were then brought to the Chair of MAC for a further review and sign off. Following a final review as per the MAC procedure from the former Medical Advisory Committee members it is hoped to publish the CPGs online by end February 2017.

Clarification was given regarding students sitting exams next year who trained before the release of the new CPGs.

**Resolution: That Council approves the circulation of the draft 2016 CPGs to the former Medical Advisory Committee members for feedback and, subject to no clinical safety issues being identified, the CPGs to be published by end of January 2017 or as soon as practicable thereafter.**

**Proposed:** Shane Mooney

**Seconded:** Shane Knox

Carried without dissent

## **7. Quality and Safety**

Jacqueline Egan, Programme Development Officer, updated the members.

### 7.1 OHCAR Applied Partnership – funding request

A letter to the Health Research Board was discussed referring to the co-funding commitment from PHECC for a Health Research Board Applied Partnership Award. The letter expressed the intention of the Director of PHECC to bring the proposal for funding of €25,000 to Council for approval.

**Resolution: That Council approves the funding of €25,000 for a Health Research Board Applied Partnership Award 2016.**

**Proposed:** Shane Mooney

**Seconded:** Shane Knox

Carried without dissent

### 7.2 OHCAR - funding request

The papers included a proposal to Council for the continued approval of support funding for the academic component of OHCAR.

**Resolution: That Council approves OHCAR funding of €25,000 for 2017.**

**Proposed:** Glenna Woods

**Seconded:** Shane Knox

Carried without dissent

### 7.3 eACR update

The members were informed that the eACR project was initiated as an electronic data collection tool for use at events and is a robust system for collecting and protecting patient data. The project is at Phase 2 and there is a strong commitment from all users and feedback is very positive.

## **8. Education and Standards**

Kathleen Walsh, Programme Development Officer, updated the member on the an engagement event on 29<sup>th</sup> November in the Osprey Hotel, Naas, for Recognised Institutions. The event focused on the current developments for the Responder Programmes. It was well attended and feedback was very positive.

### 8.1 Quality Review Framework (QRF) – Draft onsite review reports

Draft Recognised Institution Quality Standards Review on-site reports from May/June, July and September site visits were provided to the members for information. The members were informed that the site visits were completed in early December.

The Chair queried when the framework was last evaluated. The Chair of the Audit and Compliance Committee clarified that the internal auditor looked at this last year and evaluated that the process is extremely robust. Ms Walsh noted that the QRF was a 3 year cycle and it was anticipated that a formal evaluation would be conducted in 2017 after the schedule of site visits were completed.

It was proposed to circulate the reports to RIs for final review.

**Resolution: That Council approves the circulation of the Quality Review Framework onsite review reports to the Recognised Institutions and reports to be published thereafter.**

**Proposed:** Glenna Woods

**Seconded:** Thomas Keane

Carried without dissent

### 8.2 Examinations update

Jacqueline Egan, Programme Development Officer, updated the members on examinations. The number of candidates for both EMT and Paramedic courses increased this year, largely due to the HSE employment embargo no longer being in place, hence requirements for additional Paramedics and EMTs to meet service demands.

It was clarified that an extra exam has been scheduled for Jan 2017 and additional exams will be considered if required. The process for conducting and funding OSCE's will need to be examined by Council during 2017.

### 8.3 SI 449 update

Members were informed that CPGs and education and training standards for cardiac first response and medications for listed organisations under SI 449 of 2015 have been developed and circulated to RIs for the delivery of the programmes and that the CFR programme is the foundation for these new Standards. PHECC have given numerous briefings to the DoH and has collaborated with other healthcare regulators – Pharmaceutical Society of Ireland and Health Products Regulatory Authority for the implementation of this initiative. Some of the Training Modules are still under review.

### 8.4 OFA-FAR update

The transition process from OFA to FAR between PHECC and the HSA has commenced. A joint statement has been issued from PHECC and HSA. Mutual stakeholders are engaging in discussions across the services regarding the change. PHECC will issue a due diligence tender in the next week and are dedicated to ensuring quality assurance for individuals and Recognised Institutions involved in FAR delivery.

It was pointed out that this is a huge transition project. Additional staff requirements to manage the project was queried. The Director clarified that this will be considered, funding will be reviewed, and outsourcing is a possibility. Previously the Occupational First Aid Assessment Agent (OFAAA) which

was set up by HSA were responsible for the administration of OFA, it was suggested that PHECC may consider something similar.

## 9. AOB

### 9.1 New PHECC office location

The Director informed the members that the lease of the PHECC building is due for renewal the 2<sup>nd</sup> quarter of 2017. There are 2 issues for consideration; the rent may go up, and the building is not fit for purpose anymore. The intention is to put forward a proposal to the DoH for additional staff next year and more desk space will be required as a result, also additional meeting rooms for our committee meetings and fitness to practice is a necessity, these meetings are currently held off-site in hotels and confidentiality is an issue. Members were informed that a potentially suitable office space where all staff will be on one floor with ample meeting rooms has been identified. Council's approval was sought on this matter.

**Resolution: That Council approves the suitable relocation of the PHECC office in 2017.**

**Proposed:** Patrick Plunkett

**Seconded:** Shane Knox

Carried without dissent

### 9.2 Future of Paramedicine publication

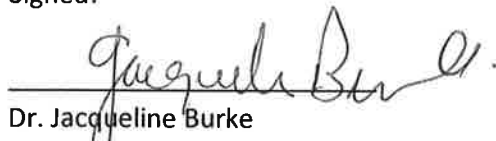
A new PHECC publication "The Future of Paramedicine" was provided to the members. The document gives an overview based on the views of 34 experts in pre-hospital emergency care on where the profession is going and a vision for the future of pre-hospital emergency care.

### 9.3 Council Members Induction

The members discussed dates for the next Council meeting. The Director suggested an induction evening session in the new year. The Chair of the Audit and Compliance Committee, Mr Con Foley, suggested that he be invited to the induction session. It was agreed that the session will be scheduled to take place late Jan/early Feb 2017.

The Chair thanked everybody and wished everyone a happy Christmas. The meeting concluded.

Signed:

  
Dr. Jacqueline Burke  
Chair

Date: 23<sup>rd</sup> February 2017